

JUSTIFICATION and REQUEST

For use when district has not used funding within the specified 3-year period

The K-12 California Public School Library Act of 1998 (Resource Code 6296)
The K-12 California Classroom Library Materials Act of 1999 (Resource code 6292)

School districts may use this form when requesting approval to use library funds and/or classroom library funds that have not been expended within the specified three-year time period allotted for each apportionment. Refer to Expenditure Reports for expenditure time lines in any given fiscal year. For example, if library funds were apportioned in 1998-99 and the funds were not spent by June 30, 2001, a justification must be completed by the district to request an extension. The justification must *briefly* explain why the funds were not spent within the allotted time and a plan for spending the funds within the new fiscal year. Attach the justification to the appropriate Expenditure Report.

District name: _____

County and district code: _____

K-12 California Public School Library Act funds for FY: _____ - _____

Original entitlement amount: \$ _____

Remaining funds to spend: \$ _____

K-4 California Classroom Library Materials Act for FY: _____ - _____

Original entitlement amount: \$ _____

Remaining funds to spend: \$ _____

Brief narrative explaining why funds have not been spent within specified time period:

Brief plan for using funds. Include date by which funds will be fully expended.

Signature of Authorized Agent	Title
Title	Date of Request